



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF OPERATIONS SUPPORT
BUREAU OF LICENSING & CERTIFICATION

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Dear Applicant:

Thank you for your interest in becoming a licensed child care program. Enclosed please find a summary of the licensing rules for all the types of child care programs.

The licensing process includes:

1. Submission of the following application materials to the Bureau of Child Care Licensing (the Bureau):
 - a) An application (signed and dated).
 - b) A Life Safety Compliance Report approving the premises, completed by a local fire inspector.
 - c) A Health Officer Inspection Report approving the premises, completed by a local health officer.
 - d) Documentation from the town or city that the program has been granted zoning approval or that no zoning approval is required.
 - e) A physical exam conducted within the last 12 months for the family child care provider or center director.
 - f) Documentation of the education and experience of the center director for a center based program.
 - g) A Household and Personnel List Form for all child care personnel age 16 and older, for all other individuals age 16 and older who will have daily contact with the children, and for programs located in a home, for all household members age 10 and over.
 - h) A notarized Criminal Record Release Authorization Form for each name listed on the Household and Personnel List, who is 17 years of age and older. Please note that, effective October 15, 2004, the New Hampshire Department of Safety has implemented a \$15.00 fee to cover the cost of conducting criminal history records searches. However, because of concerns raised by the Department of Health and Human Services regarding the impact on child care providers, the Department of Safety has agreed to charge \$7.50 per individual record request. Therefore, in order for your application to be considered complete, you must include a check or money order payable to: State of NH – Criminal Records, for \$7.50 times the number of criminal record checks requested. Without this payment, your criminal record checks cannot be processed by the Department of Safety.
2. A background investigation regarding criminal records and child abuse or neglect records for all staff members age 16 and older, and household members age 10 and older.
3. Documentation of current training and certification in first aid and CPR is required prior to receiving a license or permit.
4. A licensing visit by a licensing coordinator.

After reviewing the enclosed summary, if you wish to begin the process of applying for a license and want to receive an application packet, please complete the enclosed application request form and send it to the Bureau. If you have access to the World Wide Web, you can review the NH Child Care Program Licensing Rules at www.gencourt.state.nh.us/rules/he-c4000.html. The Bureau's website, which contains other valuable information, is located at www.dhhs.nh.gov/dhhs/bccl.

If you have any questions about the enclosed summary, please feel free to call us at 1-800-852-3345, extension 4624. We advise you to consult with this office, and/or local fire and health departments prior to making any sizable expenditure toward the purchase of equipment, buildings, or renovations to your home or facility.

Sincerely,

Denise Corvino
Bureau Chief
Bureau of Child Care Licensing

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THE FOLLOWING ARE REQUIRED FOR ALL LICENSED PROGRAMS:

Required Supplies and Equipment:

1. First aid kit.
2. An operable telephone.
3. Sturdy tables and chairs, mats, cribs, beds or sleeping bags for each child's comfort.
4. Storage space for each child's possessions.
5. A variety of age appropriate and accessible indoor and outdoor toys and equipment in clean, safe and usable condition in a quantity to allow each child to play, learn and develop on an individual and group basis.
6. A non-porous, washable diaper changing surface convenient to a sink, and a plastic bag lined, foot activated covered receptacle for soiled diapers.
7. Available emergency bedding and clothing.
8. One potty chair, training toilet or child size toilet for each 10 children of toilet training age (18 months and older).
9. Functional sewage disposal facilities, including flush toilets in working order and there shall be no visible sewage on the grounds

Nutrition:

Child care programs must assure that meals or snacks served are nutritionally adequate. Food, food preparation and storage must be protected from spoilage, filth, or other contamination.

Discipline:

Child care programs must nurture and encourage children, provide clear cut limits, and support each child's behavior with positive guidance. Corporal punishment and other forms of punishment which are shaming, humiliating or otherwise damaging to children are not allowed.

Environment:

1. Most pets are allowed, as long as they don't present a hazard to children and are properly vaccinated for rabies. Turtles, bats, snakes, hedgehogs, iguanas, other lizards or reptiles, and parrot type birds are not allowed in rooms occupied by children and may not be accessible to children.
2. Play areas adjacent to any street, road, river, pond or stream, or on a roof or other dangerous area must be fenced
3. One toilet and hand washing sink must be available for every 20 children of any age.
4. Sinks used for food preparation can not be used for hand washing.
5. There must be hot and cold running water under pressure which is at least 100 degrees Fahrenheit, but less than 120 degrees, except for school age programs that are located in public or private schools and serve only school age children.
6. If water is not from a public supply, it must be tested every 12 months.
7. Child care programs which care for more than 24 children and which has its own independent water supply are subject to regulation by the department of environmental services.
8. There must be at least 35 square feet per child of inside space and 50 square feet per child of outdoor space for at least one third of the licensed capacity.
9. Room temperature must be at least 65 degrees Fahrenheit.
10. Ground area under and extending 39 inches beyond the external limits of outdoor play equipment must be constructed of an energy absorptive surface such as sand, bark mulch, or soft wood chips of a depth of at least 8 inches, or must be covered with rubber mats manufactured for such use and consistent with the guidelines of the Consumer Product Safety Commission. The fall zone shall be covered under and around all indoor swings and climbing equipment including slides, which would allow a fall from a height of more than 29 inches, with mats designed as gym mats.
11. Caregivers are not required to administer medication, however, medication can be administered to children if it is in the original container and accompanied by written authorization from the parent.

Transportation:

Caregivers are not required to provide any transportation, however, any vehicle operated by the program must be done so in accordance with state laws and maintained in safe operating condition. Age appropriate child restraints must be used and drivers must be at least 18 years of age.

Parent Involvement:

Child care programs must allow parents unannounced access to their child during all hours of operation. Child care programs must develop procedures for on-going communication with the parents of each child regarding their child's progress.

First aid and CPR certification:

During all operating hours, there must be a staff member present who is currently trained and certified in first aid and CPR and the documentation must be on file at the program.

THE FOLLOWING ARE SUMMARIES OF THE DIFFERENT LICENSE TYPES, CHILD TO STAFF RATIOS, AND PROFESSIONAL REQUIREMENTS:**Family Child Care Home**

Definition: An occupied residence in which the provider may care for up to 6 preschool and 3 school-age children who attend a full day school program. The provider's own children, foster children and resident children who are under 10 years of age are included in the licensed capacity when they are present during child care hours.

1. In a family child care home the maximum number of children that one provider can care for is 6 preschool children plus 3 children enrolled in a full day school program, provided that:
 - a. Of the 6 preschool children, no more than 4 children can be under 36 months of age; and
 - b. Of the 4 children under 36 months, no more than 2 shall be under 24 months of age.
2. In a family child care home the maximum number of children that a family child care provider and a family child care worker, assistant or aide can care for is 6 preschool children plus 3 children enrolled in a full day school program, provided that:
 - a. Of the 6 preschool children no more than 4 children are under 36 months of age; and
 - b. It is permissible for all of the 4 children to be under 24 months of age.

Professional Requirements for a family child care provider:

1. There is an annual requirement for the completion of 6 hours of trainings or workshops.
2. Individuals between the ages of 18 years and 20 years can be accepted as family or family group child care home providers if they submit with their application, documentation that they have a high school diploma or general equivalency diploma and at least one of the following: (This is not required for applicants who are 21 years and older.)
 - a. successful completion of a 2 year child care curriculum approved by the Department of Education; or
 - b. college courses, totaling 6 credits, in human growth and development or early childhood education.

Family Group Child Care Home

Definition: An occupied residence where the provider works with a family child care worker or aide. The family child care worker must be at least 18 years of age and the aide must be at least 16 years of age. Together, the provider and a worker or aide may care for 7 to 12 preschool children. In addition to the 7 to 12 preschool children, 1 to 5 children attending a full day school program may also be cared for. No more than 4 children may be under 36 months of age, and the licensed capacity shall include the provider's own children, foster children and resident children who are under 10 years of age, when they are present during child care hours.

Professional Requirements are the same as for Family Child Care Home.

Group Child Care Center

Definition: A program that provides care for preschool children and up to 5 school-age children. Services can be known as day nursery, nursery school, kindergarten, cooperative, child development center, day care center, Montessori or any other name.

Professional Requirements:

A center director or a qualified substitute shall be on the premises for at least two-thirds of each day's operating hours. The center director shall have 1,000 hours experience working with children in a licensed child care program or public or private school, and have one of the following:

1. An Associate's degree in Early Childhood Education.
2. An additional 3000 hours of experience working with children in a licensed agency or in a public or private school and documentation of a current Child Development Associates (CDA) credential in a center-based infant/toddler or pre-school program, except that prior to May 1, 2000 a CDA which is not current will be acceptable, to allow individuals time to update their CDA credential.
3. An additional 1500 hours of experience working with children in a licensed agency or in a public or private school, plus documentation of a current CDA, acquired through the Head Start Program and documentation of employment in a Head Start Program.
4. A Bachelor's degree in Education.
5. Certification from the American Montessori Institute.
6. College courses totaling 60 credits, including a minimum of 24 credits in early childhood education, including 3 credits each in early childhood special education, human growth and development and child care administration.
7. Written documentation of employment as an agency director in a New Hampshire licensed child care program on July 24, 1990 and documentation that the individual had 5 years experience in the position of agency director on that date; or
8. Written documentation dated prior to July 24, 1990 that the department approved an individual's credentials as equivalent to an associate's degree in early childhood education.

Other Personnel:

For each group of children there must be a staff person who is responsible for that group and is at least 18 years of age and meet at least one of the following:

- a. College courses totaling 6 credits in early childhood education or early childhood special education, including 3 credits in human growth and development;
- b. A minimum of 1000 hours of supervised child care experience in a child care program or public or private school, with written recommendation from the center director or school administrator, plus 3 college credits in early childhood education or early childhood special education and documentation of enrollment in an additional 3 credit course in one of those areas, which must be completed within 12 months;
- c. A High School diploma (or a GED) with a 2 year vocational child-care course.
- d. Documentation of employment as a child care worker in a New Hampshire licensed child care program on July 24, 1990 and documentation that the individual had 5 years experience in the position of child care worker on that date.

Group Size and Minimum Staff to Child Ratios:

<u>Age of Children</u>	<u># of children per group</u>	<u># of staff per group</u>	<u>Max # of groups/room</u>
36 months - 47 months	8	1	3
48 months - 59 months	12	1	2
60 months and older	15	1	2

When there are mixed groups of children, the staff to child ratio is based on the average age of the children. There must be no less than 2 child care personnel on the premises when 11 or more children are present.

Preschool Program

Definition: A program providing care and a structured program for children 3 years and older who do not attend a full day school program, for not more than 5 hours. See Group Child Care on page 4 for operating requirements.

Curriculum:

Curriculum shall be tailored to suit the individual needs and interests of children and provide a variety of hands-on activities to encourage positive self concept, social skills, language development, physical and emotional development, sound health, safety and nutritional practices thinking, reasoning, questioning, and experimenting with creative expression and appreciation and respect for cultural diversity among others.

Space:

Preschool programs shall be allowed to operate without outdoor play space, if the program offers gross motor activities.

Child Care Nursery

Definition: A program that cares for 5 or more children aged 6 weeks to 35 months. See Group Child Care for the rest of the requirements, except for child/staff ratios, which are as follows:

<u>Age of Children</u>	<u># of children per group</u>	<u># of staff per group</u>	<u>Max # of groups/room</u>
6 weeks - 12 months	4	1	3
13 months - 24 months	5	1	3
25 months - 35 months	6	1	3

In center based programs, children younger than 24 months are not to be combined in a mixed age group which includes children older than 47 months except for limited times, specific activities, or when there are 17 or fewer children present in the program, and no more than 4 of the 17 children are under 3 years of age.

Night Care

Definition: A program that cares for children during evening hours, but less than 24 hours, except in emergencies. No child may remain in care for more than 12 hours in any 24 hour period. Night care programs must also meet the rules for the particular child care license issued. Each child shall have a separate bed, cot, sleeping bag on a rest mat, or crib with a mattress as well as clean bedding.

School - Age Program

Definition: A program in which child care is provided, up to 5 hours a day before or after regular school hours and all day during school holidays for 6 or more children who are 4 years and 8 months of age or older. The minimum staff to child ratio is 1 to 15, however there shall be 2 child care personnel on the premises when 13 or more children are present. A multi-programmed center that cares for preschoolers must provide separate space for school age children when 9 or more school aged children are present.

Professional Requirements: A center director or a qualified substitute must be on the premises during all operating hours if the program operates for 5 or fewer hours per day, must be 20 years of age and shall have a high school diploma and at least 1 of the following:

1. An associate's degree in early childhood education.
2. Documentation of a current Child Development Associates (CDA) credential in center based infant/toddler or pre-school programs, except that prior to May 1, 2000, a CDA which is not current may be acceptable, to allow individuals time to update their CDA credential;
3. A bachelor's degree in education or recreation.
4. Certification from the American Montessori Institute and 1,000 hours experience working with children;
5. College courses totaling 12 credits, in early childhood education, human growth a development, education or recreation, plus 1,000 hours experience working with children;
6. 2000 hours of experience working with children.

Other Personnel:

There must be at least a staff person in supervision of each group of children and that staff person shall be 18 years of age, shall have at least a high school diploma, plus one of the following:

- a. Experience working with school age children, totaling 300 hours;
- b. Workshops, conference sessions or non credit courses totaling 36 hours;
- c. College courses totaling 3 credits, in education, human growth and development, behavior management or recreation.

Nutrition:

In addition to the nutritional guidelines, school age programs shall serve lunch or snack if children arrive after attending a full day school program.

The following is a general guide to assist you in preparing for your fire safety inspection visit. This list is not intended to be a list of all Life Safety Code requirements. Your local fire inspector may have additional requirements or concerns. To expedite your receipt of an approved life safety compliance report, it is recommended that you review this list and see that the items listed are essentially in place prior to your scheduling a fire safety inspection visit.

1. Does every room used for living, sleeping or dining purposes have at least two exits? One of these may be a window that is of sufficient size for the occupant to escape through.
2. Is any space intended for living, sleeping or dining accessible only by ladder or folding stairs? If so, it will not be approved.
3. If the basement is to be used, does it exit directly at ground level?
4. In existing homes are the windows from the sleeping areas of the house operable to a size that allows the occupant to easily escape through it?
5. Are all doors in the travel path to an exit at least 24 inches wide?
6. Are all closet doors operable from the inside?
7. Is every bathroom door operable from the outside in the event of an emergency?
8. Is there any unrated wall paneling in the house? All wall paneling must have a minimum of a class "C" rating.
9. Does the home have a smoke detector? If any floor above the ground floor is used for sleeping, is there a detector at the top of the stairs?
10. Is there at least an ABC rated fire extinguisher mounted in the kitchen near an exit? If you do not have an extinguisher, we suggest that you purchase a 2A-10BC as this will extinguish any type of fire.
11. Are the electrical circuits properly fused? Most homes have 14 gauge electrical wire which calls for a 15 amp fuse or breaker.
12. Is the use of extension cords on a permanent basis and multi-socket plugs prohibited?
13. Are the unused electrical sockets covered by protective covers?
14. If you have a wood stove in the home is it installed according to the manufacturer's specifications? Is it enclosed to restrict access by children? Has it been inspected by the fire department?
15. If you have an oil or gas fired space heater, is it vented? Is it properly installed? Would a malfunction of the unit block an exit?
16. Are all waste containers made of non-combustible materials?
17. Is there an operable flashlight in the home?
18. Is the street number posted on the side of the home?
19. Is the emergency number posted on or near the phone?

APPLICATION REQUEST FORM

To receive an application with a copy of the New Hampshire Child Care Program Licensing Rules you must complete and submit the following request form to:

Bureau of Child Care Licensing
129 Pleasant Street, Brown Building
Concord, NH 03301

Please enclose a check for \$15.00 made payable to "State of New Hampshire".

Name (print)

(Mailing Address) Street

City

State

Zip Code

Telephone Number

I have read the information contained in the Information Packet and wish to pursue licensing
as _____ provider.
(Child Care Type)

Please send me the application packet.
